

**PALM SPRINGS CEMETERY DISTRICT
MINUTES
BOARD OF TRUSTEE MEETING**

DATE: June 12, 2014

TIME: 2:00 P.M.

PLACE: 31-705 Da Vall Drive, Cathedral City, CA 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:00 P.M.

2. **ROLL CALL** Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
George Stettler, Treasurer
John M. Lea, Secretary
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager
Steven B. Quintanilla, Green, de Bortnowsky & Quintanilla

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Attorney Steven Quintanilla requested that the Board add an “Urgency Item” which came to his attention after the posting of the Agenda. He stated that he learned that Mark Matthews is his selling in interest in PSCD 40 Acres Da Vall, LLC to John Wessman and Mario Gonzales. Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve agenda with the addition of “Urgency Item 6k Status of the Da Vall Center, LLC Lease Interest Sale”. Motion carried, 5-0.

5. **CONSENT CALENDAR** Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve the Consent Calendar as presented. Motion carried, 5-0.

6. **ADMINISTRATIVE CALENDAR** a. **District Investment General Overview & Update – Neal Wilson, Vice President Investments Union Banc** District Manager Jurasky reported that Neal Wilson had been called to serve jury duty. He wanted to advise the Board that all three accounts have been transferred to Union Banc and that he would be contacting Trustees Pepper and Stettler to review the transfers.

b. **Review for Discussion and Approval – Reappointment of General Counsel Steven B. Quintanilla**

1. Terminate Legal Services Agreement with Green, de Bortnowsky & Quintanilla;
2. Approve Legal Services Agreement with Law Office of Steven B. Quintanilla; and
3. Reappoint Steven B. Quintanilla as the District’s General Legal Counsel

Attorney Quintanilla gave the Board an overview of his move from Green, de Bortnowsky & Quintanilla to form his own firm. He requested that the Board consider terminating the District’s agreement with GDQ, and establish a new agreement with his new firm. He stated that the terms would remain the same as the original 1997 agreement with the same rates due to the fact that District Manager Jurasky has sent a great deal of business their way.

Following a discussion Trustee Pye suggested that since the agreement was just presented to the Board, the District should continue to retain the person Steven Quintanilla until agreement from Quintanilla & Associates has been reviewed. The Board will review the agreement and make a decision at the July 2014 Board meeting.

6. ADMINISTRATIVE CALENDAR Item 6b continued:

District Manager Jurasky was directed to prepare a letter to Green de Bortnowsky requesting the District's files be forwarded to Quintanilla & Associates. Motion was made by Trustee Stettler, seconded by Trustee Lea to approve terminating the agreement with GDQ, and to retain attorney Steve Quintanilla on an as needed basis pending approval of the agreement at the next regularly scheduled meeting. Motion carried, 5-0.

c. New Administrative Assistant – Update District Manager Jurasky reported that the person selected for the position decided that she wanted to work part-time. She stated that she will continue the search; however, she would not be using an employment agency. She reported that after doing some research and hearing very positive feedback, she has elected to use an online service called Indeed. She also reported that using Indeed will save the District a great deal of money.

d. Old Office & Apartment Buildings CC Fire Department Training & Demolition Update District Manager Jurasky gave a report on the final demolition cost, and stated that with direction from the Board for her to negotiate fees she was able to save the District \$6,785.00. She also reported that the demolition of the old office and apartment buildings has been completed, and that the Cathedral City fire department was able to conduct a final training session prior to the start of demolition.

e. Kirkpatrick Landscaping Services, Inc. – Request for Compensation Increase Following a discussion motion was made by Trustee Pye, seconded by Trustee Stettler not to approve the compensation increase from Kirkpatrick. Motion carried, 5-0.

f. Authorized Signature List for Riverside County Signature list was reviewed and signed by Trustees and the District Manager.

g. Review for Discussion and Approval – Allocation of Funds for 2014-2015 Development Projects Following a discussion motion was made by Trustee Lea, seconded by Trustee Pepper to approve Allocation of Funds for 2014-2015 Development Projects. Motion carried, 5-0.

h. Review for Discussion and Approval – Future 2015-2017 Development Projects Following a discussion the Board voted to prioritize future projects: 1 – Removal of Tamarisk trees, 2 – Chapel and 3 – Conference Center. District Manager Jurasky was directed to discuss the removal Tamarisk trees with the Coachella Valley Water District for possible funds support.

Neal Wilson, Vice President Investments Union Banc arrived: Discussion of agenda item 6a to continue. Neal gave an overview of the District's investments, and stated that they are doing well. He confirmed that he will be contacting Trustees Pepper and Stettler to schedule a meeting.

i. Review for Discussion and Approval – 2014-2015 & 2015-2016 Proposed Schedules of Charges District Manager Jurasky reviewed the Schedule of Charges with the Board. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the 2014-2015 & 2015-2016 Proposed Schedules of Charges. Motion carried, 5-0.

Trustee Pepper requested that the granite shutters on the niches in section A-38 be cleaned and polished. District Manger Jurasky stated that she was aware of the need and be would arrange a schedule to handle the cleaning.

j. Review for Discussion and Approval – 2014-2015 & 2015-2016 Proposed Budgets District Manager stated that she and Trustee Stettler had reviewed the proposed budgets. Trustee Stettler reported that everything appears to be in line. Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the 2014-2015 & 2015-2016 Proposed Budgets. Motion carried, 5-0.

6. ADMINISTRATIVE CALENDAR continued:

k. “Urgency Item” Status of the Da Vall Center, LLC Lease Interest Sale Attorney Quintanilla gave the Board an overview of the status of the Da Vall Center, LLC Lease Interest, and the intent of John Wessman and Mario Gonzales to purchase the property. District Manager Jurasky was directed to contact John Wessman and Mario Gonzales and request that they make a presentation of their proposal to the Board at a future regularly scheduled board meeting.

7. LEGISLATIVE a. Resolution 06-2014, 2013-2014 Budget Transfer \$40,000.00 from ACO to GF Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve Resolution 06-2014 transferring \$40,000.00 from Accumulative Capital Fund, 51275 to the General Fund, 51270. Motion carried, 5-0.

b. Resolution 07-2014, Transfer Interment Rights & Costs from PN to ACO & GF Motion was made by Trustee Pepper, seconded by Trustee Stettler to approve Resolution 07-2014 transferring \$24,482.34 from PreNeed Fund, 51265 to the General Fund, 51270 and \$2,035.00 from PreNeed Fund, 51265 to Accumulative Capital Fund, 51275. Motion carried, 5-0.

c. Resolution 08-2014, 2014-2015 & 2015-2016 Budget Adoptions Following a discussion motion was made by Trustee Pepper, seconded by Trustee Lea to approve the 2014-2015 & 2015-2016 Budgets. Motion carried, 5-0.

8. BOARD DEVELOPMENT - None

9. PUBLIC HEARING CALENDAR - None

10. REPORTS a. Trustee Report - None

b. Manager Report - District Manager Jurasky reported that Memorial Day Services at DMP were well attended, and that Steve Quintanilla did a great job and master of ceremonies. She as stated that invocation and benediction message presented by Rabbi Ettman, Temple Sinai was well done, and that after the service she expressed the same to him, and thanked him. Rabbi Ettman said that he enjoyed being a part of the services and will gladly participate in the future.

11. FUTURE AGENDA ITEMS a. Discussion in 2014/2015 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums No action taken

b. Postcard Survey Mailing to the Community to Determine Pre-Planning Needs No action taken

c. Strategic Planning Study Session No action taken

12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE Safe Harbor language was read by Steven Quintanilla the District’s general legal counsel. Convened into Closed Session at 3:14 P.M.

a. Public Employee Appointment Pursuant to Government Code Section 54954.5(e)

Title: District’s General Legal Counsel

12. CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE continued:

b. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)

Title: District Manager

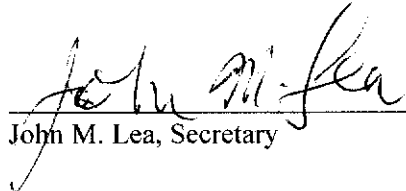
13. CLOSED SESSION ANNOUNCEMENTS Returned to Open Session at 3:40 P.M.

The Board thanked District Manager Jurasky for the great job she has done as District Manager, and reported that they approved a bonus for her in the amount of \$5,000.00 and a 3% salary increase. District Manager Jurasky expressed her gratitude, and stated that she enjoys her job and the work she does to better the District.

14. ADJOURNMENT Meeting was adjourned by Trustee Pye at 3:42 P.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, July 10, 2014.

DATE: _____

6-12-14



John M. Lea, Secretary